

# MINUTES

## TRAVERSE CITY PLANNING COMMISSION

Tuesday, December 3, 2013

7:00 P.M.

Commission Chambers  
Governmental Center, 2nd Floor  
400 Boardman Avenue  
Traverse City, Michigan 49684

**PRESENT:** Commissioners Jody Bergman, Michael Dow, Jeanine Easterday, Janet Fleshman, Vice-Chairperson Cecil McNally, Chairperson John Serratelli, and Tim Werner

**ABSENT:** Commissioners Bill Twietmeyer and Janice Warren

**STAFF PRESENT:** Dave Weston, Zoning Administrator; Missy Luick, Planning and Engineering Assistant

1. **CALL MEETING TO ORDER-** The meeting was called to order by Chairperson Serratelli at 7:00 p.m.

2. **ROLL CALL**

3. **ANNOUNCEMENTS-** Commissioner Serratelli announced that the alley vacation request that was to be on tonight's agenda has been pulled by the applicant. In addition, the building height zoning code text amendment was also supposed to be on tonight's agenda, but will be included for introduction at a future meeting.

Commissioner Serratelli introduced and welcomed Commissioner Dow to the Planning Commission.

4. **CONSENT CALENDAR**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and be placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

A. November 5, 2013 Regular Meeting and November 20, 2013 Special Meeting minutes (Approval recommended)

B. Consideration of an amendment to the Planning Commission Bylaws revised November 25, 2013 to change the Planning Commission meeting schedule to the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays (For introduction and possible action on December 18, 2013)

- C. Consideration of an amendment to the Traverse City Code of Ordinances, Section 1324.04, *Rules of Procedure*, regarding removing the Rules of Procedure section from the zoning code and establishing a separate Rules of Procedure document adopted by the Board of Zoning Appeals (For introduction; Recommend setting a Public Hearing on January 7, 2014)

Motion by Commissioner Easterday, second by Commissioner Bergman, to approve the Consent Calendar as presented.

Motion carried 7-0 (Commissioners Warren and Twietmeyer absent.)

**5. OLD BUSINESS**

- A. Public Hearing to consider an amendment to the Traverse City Code of Ordinances, Section 1368.02, *Setbacks; Yards*; Section 1332.04, *Setbacks*; and Section 1334.04, *Setbacks*, regarding corner lot setbacks in the Single Family, Two Family and Multiple Family Dwelling Districts (R-1a, R-1b, R-2, R-9, R-15 and R-29)

Mr. Weston explained that the amendment before the Commission was requested by the Board of Zoning Appeals to provide relief for property owners on corner lots who have difficulty improving their properties and meeting two front yard setbacks.

Commission discussion.

A Public Hearing was opened.

The following members of the public made public comment on the topic:

- Adrinne Rossi, 312 W Seventh Street, opposes the amendment.

The Public Hearing was closed.

Commission discussion.

Motion by Commissioner Bergman, second by Vice-Chairperson McNally, that an amendment to the Traverse City Code of Ordinances, Section 1368.02, *Setbacks; Yards*; Section 1332.04, *Setbacks*; and Section 1334.04, *Setbacks*, regarding corner lot setbacks in the Single Family, Two Family and Multiple Family Dwelling Districts (R-1a, R-1b, R-2, R-9, R-15 and R-29) be denied and that corner lot setback requests continue to go to the Board of Zoning Appeals for consideration.

Motion carried 7-0 (Commissioners Warren and Twietmeyer absent.)

- B. Public Hearing to consider an amendment to the Traverse City Code of Ordinances, Section 1374.04, *Driveways and Access Requirements*, to limit parcels in the Single or Two Family Dwelling Districts (R-1a, R-1b and R-2) to one driveway.

Mr. Weston explained the proposed amendment to the Commission.

Commission discussion included changing the wording of the amendment to read, "For a single or two-family residential use, parcels without alley access are limited to one curb cut per parcel" instead of "...one driveway" because properties could have one continuous driveway that has more than one curb cut.

Motion by Commissioner Easterday, second by Vice-Chairperson McNally, that an amendment to the Traverse City Code of Ordinances, Section 1374.04, *Driveways and Access Requirements*, to limit parcels in the Single or Two Family Dwelling Districts (R-1a, R-1b and R-2) to one curb cut per parcel be recommended by the Planning Commission and such recommendation be forwarded to the City Commission for their consideration.

A Public Hearing was opened.

The following members of the public made public comment on the topic:

- Adrinne Rossi, 312 W Seventh Street, supports the amendment.

The Public Hearing was closed.

Motion carried 7-0 (Commissioners Warren and Twietmeyer absent.)

- C. Public Hearing to consider an amendment to the Traverse City Code of Ordinances, Section 1374.06, *Drive-Through Standards*, to clarify how services are provided to customers without motor vehicles

Mr. Weston explained the proposed amendment to the Commission.

Commission discussion.

A Public Hearing was opened.

The following members of the public made public comment on the topic:

- Mike Dakoske, Traverse City State Bank of 333 W. Grandview Pkwy, made general comments.

The Public Hearing was closed.

Commission discussion.

Commission consensus was to look at possibly amending the Special Land Use Section related to Drive-Throughs or look into the possibility of an overlay or form-based code for Drive-Throughs that would specify what areas require a separate service window in the City.

Staff will come back to the Commission with another recommendation at a future meeting.

**6. NEW BUSINESS**

- A. Conditional Rezoning reversion for parcel 45-51-033-042-00, commonly known as 10597 E. Traverse Hwy

Mr. Weston explained that the Planning Commission is required to initiate the Conditional Rezoning reversion process based on the language in our zoning code.

Michael Dakoske, Traverse City State Bank of 333 W. Grandview Pkwy, stated that the 15 acre property is located on M-72. Mr. Dakoske explained that the bank is working with a potential developer on a project for the property, but the project will not be 75% complete by May 16, 2014 and there are no extensions left for the existing conditional rezoning. Therefore, Mr. Dakoske is requesting that the Planning Commission cancel the existing conditional rezoning agreement.

Commission discussion.

Motion by Commissioner Bergman, second by Commissioner Dow, that a public hearing date be set for January 7, 2014 to rezone the property located 10597 East Traverse Highway from R-9 (A) to MU (Mixed Use PUD Morgan Farm).

Motion carried 7-0 (Commissioners Warren and Twietmeyer absent.)

**7. CORRESPONDENCE – None.**

**8. REPORTS**

- A. City Commission- Commissioners Easterday reported  
B. Board of Zoning Appeals- Mr. Weston reported that they meet next week.  
C. Grand Traverse Commons Joint Planning Commission- Commissioner Serratelli reported.  
D. Planning Commission  
1. Housing Building Committee— No report.

2. Active Transportation Committee—Commissioner Werner reported. Mrs. Luick added that the City was notified that they will receive a \$3000 grant for the creation of the Active Transportation Plan document and it's facilitation.
- E. Planning Department—No report.
  1. Capital Improvement Program—Chairperson Serratelli reported.
9. **PUBLIC COMMENT**
  - Adrinne Rossi, 312 W Seventh St, thanked the Commission for changing their meeting nights to be televised twice a month.
10. **ADJOURNMENT-** Meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Date:

January 7, 2014

Jan Warren *RS*  
Jan Warren, Secretary